

**WNYRIC Standards Committee Meeting Minutes**  
**August 10, 2011**  
**11:00 a.m.-3:00 p.m.**  
**E1B Education Campus**  
**355 Harlem Road, West Seneca**  
**Room A-2**

In Attendance:

Jill Holbrook (WNYRIC-Chair)	Rick Mardino (Erie 1 BOCES)
Dick Lydo (WNYRIC)	Don Watkins (Franklinville)
Steve Ludwig (Clarence CSD)	Bob Spino (E2CC BOCES)
Scott Decker (WNYRIC)	Mat Dziuba (WNYRIC)
Mike Birmingham (Bath CSD)	Julie Bray (WNYRIC)
Terry Caleb (WNYRIC)	Michelle Okal (WNYRIC)
Mike Murphy (Forestville CSD)	Dave Stevens (CA BOCES)
Joe Reilly (Corning)	Chuck Marzec (Jamestown)
Ron LaVere (Cheektowaga CSD)	Darlene Sprague (Niagara Falls)
Gail Tremblay (GST BOCES)	Ken Samland (Wilson CSD)
Joe Rozbicki (WNYRIC)	Iann Miller (Erie 1 CSLO)
Karen Ward (Minutes)	

Jill Holbrook called meeting to order at 11:07 a.m.

- The Standards Community, wiki and Connections will continued to be used to store materials for the meetings and for sharing of information.
- Jill e-mailed a survey to the committee that was sent by Carol Barber to all superintendents, business officials and tech coordinators in regards to WNYRIC high level service goals for the 2011-12 school year.

**Discussions:**

- Versions and Best Practices for Security on Mobile Devices (Jill)
  - The WNYRIC has a continued partnership with Verizon to utilize vendor filtering solutions. Watkins Glen is currently piloting mobile learning devices through e-rate. Contact Michelle Okal for more information on the list of approved devices for in district use only.
  - Committee members are moving forward on testing of various mobile learning devices, e.g., iTouches, iPads, iPods, android devices, nooks, kindle with most of them staying in the district. If they are allowed to be taken home with individuals and cannot be filtered, it is suggested that your attorney should be consulted and that the individual sign an acceptable use agreement. Textbooks can be

- purchased through Barnes and Noble on the nook. Contact Jenny Conklin for additional information.
  - The WNYRIC IT Leaders Briefing is continuously updated. Send in reflections of what you find when testing mobile learning devices to Jill.
- Microsoft EES Licensing video (Jill/Scott)
  - Viewed video on Microsoft Enrollment for Education Solutions (EES) subscription volume licensing program. Offers greater flexibility. Provides software and services based on an annual count of staff, administrators and students. License includes most current versions of software. New employees are covered during the year and products can be added without additional charge. Annual payments are made for a three year term. Individuals can download their own software. Visit <http://www.microsoft.com/licensing> for more information.
  - The WNYRIC began the program in March and since then 28 districts are participating through the WNYRIC by subscribing annually. A district can sign up on its own, but would potentially have better volume pricing if going through WNYRIC. Additional Microsoft components since March are available that can be downloaded.
  - There is a chart with pricing available on the wiki.
  - The district has the ability to limit the software they have.
  - Forefront is included.
  - 2007 is the oldest office version you can purchase.
- Connections (Jill Holbrook)
  - Use Connections (by logging into eboces.org) for some of the documents which we are sharing through pilots and proof of concepts which are NDA (Non Disclosure).
- Mobile Device Management Software (Michelle Okal)
  - Distributed handouts which included Apple Volume Purchasing and Sample Resources for Mobile Learning Devices.
  - Michelle reviewed process for Apple devices.
  - A district iTunes account has to be created. Important not to be associated with an individual.
  - Districts can use free apps, but there are not many that are available for free anymore.
  - If purchasing apps, districts can use gift cards or pay with a PO.
  - If the district is going through the volume purchase account- Instructional Technology (6360), districts still need an iTunes account and VPP account for facilitator and manager.
  - Make sure whatever computer is being used for purchase has the district iTunes account on it. Recommendation not to load from the

spreadsheet. Copy the redemption code into the redeem code field, because so if equipment is moved to another location you can't redeem codes again. Use only one code. Apple is working on the problem.

- iOS4 devices had a few issues with syncing. Good for charging at once and security. Need Apple Push Certificate (APN) – the WNYRIC has received the APN for the region.
- Reviewed the document Sample Resources for Mobile Learning Device Initiatives - Worked with policy department on the document. The student code of conduct may need to be revisited. iOS4 and Android 3.1 need filtering and netbooks need antivirus.
- Right now districts in CSLO can purchase mobile learning devices if through Michelle, and the devices don't go home.
- If letting iOS4 and Android 3.1 devices go home with administrators, teachers, it is highly suggested to have a meeting with the school attorney regarding an agreement if there is no filtering on it.
  - It was noted that filtering must be used if going through e-rate for everyone if district provided.

1. **Approval of the April 20, 2011 meeting minutes**- Jill asked if there were any questions or concerns from the meeting minutes from April 20, 2011. There were none. Bob Spino made the motion to accept meeting minutes and it was seconded by Steve Ludwig. The motion passed unanimously.

2. **Future meeting dates/locations:**

- **November 16, 2011** (CA BOCES Olean DL Room; Erie 1 BOCES Ed Campus DL Room; Erie 2 BOCES LoGuidice Room 2; ON BOCES DL Room; GST BOCES Dormann Library)
- **February 8, 2012** (CA BOCES Olean DL Room; Erie 1 BOCES Ed Campus DL Room; Erie 2 BOCES LoGuidice Room 2; ON BOCES DL Room; GST BOCES Dormann Library)
- **May 9, 2012** (CA BOCES Olean DL Room; Erie 1 BOCES Ed Campus DL Room; Erie 2 BOCES LoGuidice Room 2; ON BOCES DL Room; GST BOCES Dormann Library)

3. **Membership update for 2011-2012**

- Michelle Okal is replacing Barb Mocarski on the committee as the instructional representative.
- Gail Tremblay of GST BOCES was welcomed to the committee; she replaces Dan Wallenbeck as the GST BOCES representative.
- Review of WNYRIC Standards Committee Charter (responsibilities)

- The draft meeting minutes will be sent via the Standards listserv so they can be shared throughout each region by the members to facilitate sharing of information.
- Once the minutes have been approved by Advisory Council the final versions will be sent to Committee members via links to the Community and Connections.

4. **Category Review Dates for 2011-2012:**

1. Computers – November 2011
2. Communications Equipment – August 2011
3. Internet Browsers – February 2012
4. NIC Cards – February 2012
5. Operating Systems – November 2011
6. Plotters – February 2012
7. Printers – August 2011
8. Scanners – May 2012
9. Servers (Standard) – August 2011
10. Servers (SAN) – August 2011
11. Software – August 2011 & November 2011
12. Server Back Up – November 2011
13. Virtualization – May 2012
14. VoIP – August 2011
15. Video Conferencing-May 2012
16. Network Optimization May 2012

5. **Add/change form from Michelle Okal (Erie 1 BOCES) to add new category for Tablet Devices-** OS application and hardware capability should be verified by Michelle Okal or Jill Holbrook prior to district's purchase. Steve Ludwig made the motion to create new category of Tablet Devices; list iOS4.1 or above and Android 3.1 or above under Sub-Category; under the statement section list OS, Applications and Hardware capability must be verified by Michelle Okal or Jill Holbrook prior to purchase; Mike Birmingham seconded the motion. The motion carried unanimously.

6. **Add/change form from Joanne Russo (Dunkirk CSD) to add Forefront**-Mike Murphy (Forestville) made a motion to add Forefront Endpoint Protection to category 11. Software under the sub-category Malware Protection; Bob Spino seconded the motion. The motion carried unanimously.

7. **WNYRIC Standards Category review:**

- 2. Communications Equipment-no changes
- 7. Printers-Under sub-category Standard, remove comments listed for Dell, Epson, HP, Lexmark, Okidata, Ricoh, and Xerox. Also Dell only

needs to be listed once under Standard sub-category of the printer category.

- 7. Plotters-no changes
- 9. Servers (Standard)-no changes
- 10. Servers (SAN)-no changes
- 11. Software-Add NNI under comments section for items On Guard, FrontPage, Lotus 123, Lotus Approach, Lotus Smart Suite, Lotus Word Pro and PageMaker.

Note\*It was tabled to finish reviewing Category 11. Software sub-categories Server Backup, Terminal Servers and Voice Recognition and category 12. Server Back Up at November's meeting.

- 12. Server Back Up-on hold until November meeting.
- 14. VoIP-no changes

Darlene Sprague made a motion to make the above referenced changes to the Standards list; motion was seconded by Ken Samland. The motion carried unanimously.

Rick Mardino made the motion to adjourn at 2:52 p.m.; Dave Stevens seconded the motion.

Respectfully submitted: Karen Ward/Valerie Winegarden